

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Senior Autobody Repair Mechanic****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Diagnoses and repairs vehicle to pre-accident condition, including welding, frame straightening, painting, and other body repairs. Operates wrecker and maintains paint supplies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Diagnoses and estimates damage and repair needs by pulling out damaged areas and disassembling parts to find hidden damage.
2	H	Repairs major damage by ordering replacement parts, removing and replacing parts, body filler, painting, sanding, and preparing, replacing glass, repairing electric door locks and welding parts. Also conducts minor repairs.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience in Autobody Repair.
Certifications and Other Requirements	Valid CDL (Class A) Driver's License
Reading	Work requires the ability to read work orders, paint materials, hazard material sheets, work orders on computer and vendor repair estimates.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work or job orders, parts and materials lists and repair estimates.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires team involvement and development.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Paint or vehicle body work including welding, frame straightening and auto body repairs
Sitting	F	Computer, desk work, paint or vehicle body work, ordering parts
Walking	F	Inter-office, within shop
Lifting	F	Various shop supplies, tools, paint, painting supplies, decals, door handles, door pins, various car parts
Carrying	F	Various shop supplies, tools, paint, painting supplies, decals, door handles, door pins, various car parts
Pushing/Pulling	O	Vehicles around shop area
Reaching	R	Maintenance and repair of vehicles
Handling	F	Various shop supplies, tools, paint, painting supplies, decals, door handles, door pins, various car parts
Fine Dexterity	F	Computer keyboard, writing
Kneeling	F	Repair and painting of vehicles
Crouching	F	Repair and painting of vehicles
Crawling	R	Repair and painting of vehicles
Bending	F	Repair and painting of vehicles
Twisting	R	Repair and painting of vehicles
Climbing	O	Ladder
Balancing	O	On ladder
Vision	C	Shop work, reading, repair of vehicles, painting, computer work
Hearing	C	Repair of vehicles, telephone, co-workers, supervisor, various vendors, vehicle noises
Talking	C	Repair of vehicles, telephone, co-workers, supervisor, various vendors, vehicle noises
Foot Controls	F	Driving
Other (specify)	N	

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Computer, hand sander, hand tools, welding machine, spray gun, City wrecker, digital camera, Standard Microsoft Windows and Office software, Faster software (specialized fleet management package)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	W	Fumes and Odors	D
Explosives	M	Wetness/Humidity	D
Communicable Diseases	M	Darkness or Poor Lighting	W
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Respirators, safety glasses, dust masks, gloves, tyvex suit, safety shoes, welding protective gear, ear protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)